



**CITY OF ST. CHARLES**  
**POSITION DESCRIPTION**  
Electric Engineering Co-op

Department: Public Works – Electric Engineering      FLSA Status: Non-Exempt; Part-time  
Reports to: Electric Engineering Manager      Union: Non- Union  
Positions Supervised: None

**Position Description Overview**

This position is responsible for supporting the electric engineering office in the planning, designing, administrations, and construction of capital improvement and maintenance projects. This position performs technical and non-technical tasks in the field as well as in the office.

**Essential Functions and Responsibilities**

1. Participate on survey crew performing layout or utility surveys, staking, and locating property pins.
2. Prepare CAD base plans for engineers' design, approval, and issuance.
3. Assist engineers in execution of calculations and preparation of studies, specifications, and reports.
4. Prepare, update, and revise CAD distribution and street light drawings to reflect current conditions in the field. Conduct field checks of drawing information with or for an engineer to verify accuracy.
5. Perform inspections of various public and private construction projects.
6. Maintain records of principal distribution and street light infrastructure in use in the computer system and available for use in inventory control.
7. Inspect substations on a weekly basis to gather load data on each circuit, inspect substation transformers, check structures, and update records.
8. Aid Electric Engineering staff in responding to resident concerns and requests for information.
9. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
10. Adhere to all departmental and City safety policies.

### **Ancillary Functions and Other Duties**

1. Prepare or assist in preparation of construction documents for capital improvement projects.
2. Assist in managing the storage, updating, revising, coding, categorizing, and preservation of engineering calculations and records.
3. Perform other duties as required or assigned.

### **Basic Requirements**

#### **Knowledge, Skills, and Abilities**

1. General knowledge of computers with the ability to work with new software programs.
2. General knowledge of survey techniques, instruments, and tools.
3. General knowledge of drafting techniques.
4. Strong interpersonal communication skills for interaction with elected and appointed officials, co-workers, agencies and other governmental units, and the public.
5. Effective written and verbal communication skills.
6. Ability to interpret maps, records, and engineering drawings.
7. Ability to plot, trace, and prepare routine maps and engineering plans.
8. Possession of a valid driver's license.

#### **Experience and Education**

1. Experience with computer aided drafting is desirable.
2. Minimum of sophomore year in college majoring in Electrical Engineering with a minimum GPA of 2.5/5.0
3. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

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Employee

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Date

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Supervisor

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Date

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Human Resources  
Electric Engineering Co-op  
5/12/03

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Date